

SECTION L: INSTRUCTIONS TO OFFERORS

AOC Fire Door Improvements – Thomas Jefferson Building (TJB), Group I&II, LC08025A

L1. GENERAL INSTRUCTIONS

The Offeror's quotation shall be submitted in two separate volumes. Technical and Price. The quotation shall be submitted in both electronic and hard copies. The electronic copies shall be emailed to the Contracting Specialist, Donald Fuqua, at dfuqua@ao.gov. The hard copies shall be submitted in accordance with the "Offer Delivery Instructions" found at the end of Section L. Four hard copies of each volume are required. If there are discrepancies between the electronic and hard copies the hard copy will prevail. The Offeror shall submit one original of its hard copy Quote, marked as such, and three (3) copies. Each volume shall be clearly marked by volume number and title.

A site visit is scheduled for October 26, 2016 at 10am. Location for the visit will be the James Madison Library of Congress Building 101 Independence Ave SE, Washington, DC 20540 Room LMG49

Questions regarding the solicitation are due in writing to the Contracting Specialist, via email dfuqua@ao.gov, **no later than 5:00 pm ET on November 2, 2016**. Questions received after this time may not be answered. Verbal questions will not be answered.

Both the hard copies and electronic copies of the quotations are due **no later than 5:00 pm ET on November 9, 2016** to the **Postal Operations Screening Facility and the Contracting Officer**, respectively.

(See N O T I C E OFFER DELIVERY INSTRUCTIONS)

L2. INSTRUCTIONS FOR PREPARING THE TECHNICAL QUOTATION

The Technical Quotation shall be organized in accordance with the following format to facilitate evaluation by the Government. The Technical Quotation shall be subdivided into two (2) subsections: Technical Capability, Past Performance. Each subsection shall have its own tab in the technical quote volume. The technical quote volume shall be contained in three-ring binders, binder clips, rings, or other methods that allow the material to be viewed and removed easily. **Spiral binding and comb binding are not permissible.**

In order that the Technical Quotation may be evaluated strictly on the merit of the material submitted, no contractual price information is to be included.

The Offeror shall identify and explain any exceptions or deviations taken or conditional assumptions made with respect to the technical requirements of the solicitation in the technical volume of the proposal.

The anticipated award date for this contract is **November 19, 2016**.

The page limit for the Technical Capability (Non-price factors) is a total of **20** pages. Any pages in excess of these limitations will not be evaluated. The following factors (Technical Capability, with sub-factors: **Overall Technical Approach, Logistical Functions, Project management /Staffing, and Work Plans and Information for the Government**.

The Past Performance evaluation will be submitted directly to the Contracting Specialist **do not apply to the page limit for the technical capability**. The technical capability shall have a font of Times New Roman and no smaller size than 12. The technical Capability sections shall contain page numbers.

Teaming arrangements are allowed. If a teaming arrangement is created in response to this request for proposal (RFP) then the Offeror submitting the quotation shall include a copy of the teaming arrangement in its technical quotation. The teaming arrangement does not apply to the page limit for the Technical Quotation.

VOLUME I-TECHNICAL PROPOSAL

L2.1. Technical (Non-Price) Proposal

L2.1.1. Evaluation Factor 1 – Technical Capability.

The narrative for Technical Capability must be written in a clear, concise fashion describing precisely what the Offeror proposes are to meet the requirements under the Statement of Work. The technical capability shall cover the Offeror's approach for achieving each individual task area of the Statement of Work in sufficient detail for it to be evaluated. Offeror's technical approach shall show proposed methods and techniques for completing the performance requirements under the Statement of Work.

The Technical Capability evaluation factor's sub-factors are of equal importance. Proposal requirements for the Technical Capability factor include the following:

Sub-factor A: Overall Technical Approach

Describe overall proposed technical approach to achieving the requirements of the Statement of Work; demonstrate ability to perform the work and assume any associate risks.

Sub factor B: Logistical Functions

Describe ability to meet the distribution requirements, and on-time delivery.

Sub-factor C - Project management /Staffing

- **Capability and Experience of Project Manager-Key Personnel**

Offeror to confirm they can meet all requirements as set forth in the Contract Documents to include Statement of Work, Specifications and Drawings. Offeror to provide minimum of ONE (1) Project or more to demonstrate experience on similar scope of work within the last 10 years. Provide the capability and experience including resume of the Project Manager provided in the Management Plan.

- **Capability and Experience of Production or Materials Lead Key Personnel**

Provide the capability and experience including resume of the Production. Controller or Materials Lead provided in the Management Plan.

NOTE: Resumes for Key Personnel proposed shall be attached as an appendix in the proposal. Personnel resumes will not be counted towards total page limitations but are limited to two (2) pages each and are subject to the same limitations as the technical submission.

Sub Factor D: Work Plans and Information for the Government: Submit the following work plans listed in the SOW with the proposal:

- i. Management Plan
- ii. Quality Control Plan
- iii. Risk Management Plan

Sub Factor E: Schedule: Offeror to confirm they can meet or exceed the delivery schedule as set forth in Section **1.7.1 Schedule of Delivery** of the Statement of Work. Provide a short narrative of capabilities of the offeror to meet the delivery schedule timely. This shall include productivity rates for production/manufacture of doors and other pertinent information to allow the government to evaluate if delivery schedule can be met.

L2.1.2. Evaluation Factor 2 –Past Performance.

The attached “PAST PERFORMANCE QUESTIONNAIRE” shall be provided to each of the companies/agencies submitted by the Offeror in response to Evaluation Factor 1. The questionnaire shall be sent, at a minimum to the companies/agencies that the Offeror has cited in its corporate experience, and/or has performed services for on current projects or projects completed within the last three (3) years. The completed questionnaire shall be sent directly to the Contracting Specialist as indicated on the questionnaire.

The Government reserves the right to use any source of information available on the Offeror’s past performance to either evaluate past performance or verify information provided by the Offeror.

If an Offeror does not have any past performance then the Offeror shall state such in its quotation.

VOLUME II PRICE PROPOSAL

L3.INSTRUCTIONS FOR PREPARING THE PRICE QUOTE

The Offeror shall submit its price quotation in accordance with the following:

- (i) The Offeror shall complete the “**Attachment - 4 Door Unit Pricing List & Attachment - 4A Hardware Unit Pricing List**” in accordance with the instructions. Instructions located within pricing spreadsheet.
- (ii) Travel - Pricing must include all your costs, overhead, General and Administrative costs, and local travel.
- (iii) Erasures or other changes on any or all submissions shall be initialed by the signer

of the proposal or by his duly authorized agent.

(iv) The Price quote will be submitted with the required documents in the following order:

(1) A completed SOLICITATION, OFFER, AND AWARD FORM (original signature required in Block 15).

(2) Section B - Supplies or Service and Prices (Only Add Total Price), as for the Total or Costs/ please complete "Attachment - 4 Door Unit Pricing List & Attachment - 4A Hardware Unit Pricing List.

(3) **Section K - The REPRESENTATIONS AND CERTIFICATIONS.**

NOTICE

OFFER DELIVERY INSTRUCTIONS

Current security requirements established by the U.S. Capitol Police preclude the delivery of offers to the U.S. Capitol Complex of buildings. All offers resulting from this solicitation must be screened for security purposes at a central location. The Architect of the Capitol (AOC) will not accept offers delivered directly to the Ford House Office Building or delivered to any other location on Capitol Hill.

Due to these unusual circumstances the AOC Acquisition and Material Management Division will only accept offers delivered to the designated mail screening facility identified below in the “deliver to” address.

Any attempt to deliver an offer to any other location on Capitol Hill will be rejected. In addition to the requirements contained in solicitation provision AOC52.214-1 or AOC 52.215-1, as applicable, ALL offers shall be addressed as follows:

DELIVER TO: Postal Operations Screening Facility
9140 East Hampton Drive
Capitol Heights, MD 20743

MARKED FOR: Architect of the Capitol
Procurement Division – Ford House Office Building
Attn: Donald Fuqua
Room H2-263 Bid Room
Second and “D” Streets, SW
Washington, DC 20515